

Fred Sullivan  
Chairman  
  
Janine L. Burke  
Executive Director



Scott Avedisian  
Mayor

**Warwick Sewer Authority**  
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## **BOARD MEETING MINUTES**

**Thursday, March 22, 2012, 5:30 p.m.**  
**Warwick Sewer Authority Conference Room**  
**125 Arthur W. Devine Boulevard**  
**Warwick, RI 02886**

<b>Board Members in attendance:</b>	<b>Board Member not present:</b>
Fred Sullivan, Chairman	Gary Jarvis
Aaron Guckian, Secretary	
Steven Sylven, P.E.	<b>Guests:</b>
Peter Ginaitt	Dennis Setzko, P.E., AECOM
	Paul Roberts, Homeowner Safety Valve Co.
	Brian King, P.E., Crossman Engineering
<b>Staff present:</b>	
Janine L. Burke, Executive Director	John Revens, Legal Counsel
Patrick Doyle, Superintendent	Lynda Ortiz, Finance Customer Service Mgr.
	Lynn F. Owens, Administrative Coordinator

**1. Call to Order** At 5:30 p.m. Chairman Sullivan called this meeting to order.

### **2. Approval of Minutes**

a. Approval of minutes from the regular meeting held February 23, 2012.

ACTION: Mr. Sylven moved to approve the minutes. Mr. Guckian seconded the motion. Chairman Sullivan, Messrs. Guckian and Sylven voted in favor of the motion. Mr. Ginaitt not available for vote. Motion approved.

### **3. Collection Systems Division**

a. Construction Services

i. Governor Francis Farms Phase II

Director Burke stated there are a few "punch list" items remaining on the Governor Francis Farms Phase II project and a balancing change order should be forthcoming which will close out that project.

ii. Bayside IV/Longmeadow

Director Burke stated construction work will be starting back up shortly and WSA will complete final paving on the Bayside IV/Longmeadow project.

She stated we continue to get new connections from the Longmeadow project area (18% connection rate) as well as the Governor Francis Farms Phase II project area (43% connection rate) as of this date. She stated the Sandy Lane project connection rate is at 57%.

Director Burke stated Mathew Solitro and Jack Revens were able to negotiate a \$50,000 settlement with National Grid on the matter of dual gas lines and the delay it caused on our Longmeadow project.

b. Engineering Services (Future Project Planning)

- i. Governor Francis Farms Phase III: update report
- ii. Bayside I-III: update report
- iii. Northwest Gorton Pond: Proposal to complete engineering and design work for project area, Garofalo & Associates, Inc.
- iv. O'Donnell Hill: Proposal to complete engineering and design work for project area, Garofalo & Associates, Inc.

Director Burke stated there has been no activity on these projects. She stated WSA continues to meet with the EPA and the Narragansett Indians to get to an agreement on the Bayside projects. She stated the next meeting is scheduled for March 30<sup>th</sup>.

**4. Billing Services Division**

- a. Paul Roberts, The Homeowner Safety Valve Company, to report on the Sewer Line Insurance Program

Mr. Roberts provided the Board with a quarterly report on the sewer line insurance program. He stated they are now into their second year of the contract with WSA. Mr. Roberts mentioned the efforts of a competing company regarding similar services.

Chairman Sullivan suggested the revenue be assigned to the sewer connection grant fund. Director Burke stated she will look to make that happen in fiscal year 2013.

**b. Sewer Usage Abatement**

<b>Name</b>	<b>Service Address</b>	<b>Reason</b>	<b>Amount</b>
Matthew Corvese	80 Greylawn Avenue Plat 340 Lot 0158	New lawn installed summer 2010. Deduct meter installed March 2011. Abate charges for water not returned to WSA for treatment.	\$256.36

ACTION: Mr. Sylven moved approval. Mr. Guckian seconded the motion. Chairman Sullivan, Messrs. Guckian and Sylven voted in favor of the motion. Mr. Ginaitt not available for vote. Motion approved.

**5. Operation and Maintenance Division**

- a. Purchase Authorization: Repair of Main Sewage Pump No. 3 –  
 Cedar Swamp Pump Station  
 A.W. Chesterton Company: \$5,599.00

ACTION: Director Burke stated this is the third and final pump that we are repairing for the Cedar Swamp pump station (as a result of the 2010 line break). She stated this pump will be used for back-up and emergencies only. She stated the pump impellor was worn internally due to the amount of sand that was pumped through it during the line collapse. She said that will be repaired and epoxy coated. She stated the volute and front suction head were already replaced.

Mr. Sylven stated the questions he had last week about the pump have been addressed; he understands the pump serves as a back-up unit.

Mr. Guckian moved to approve the purchase. Mr. Sylven seconded the motion. Chairman Sullivan, Messrs. Guckian and Sylven voted in favor of the motion. Mr. Ginaitt not available for vote. Motion approved.

**6. Facilities Plan Amendment**

Mr. Ginaitt arrived at 5:40 p.m.

- a. AECOM to submit progress report

Mr. Dennis Setzko, P. E., AECOM, provided the Board with a progress report on the Facilities Plan Amendment. He stated the RI Department of Environmental Management (RIDEM) had some minor comments about the draft Facilities Plan Amendment, which have been addressed. He said RIDEM has given WSA authorization for a final public meeting (April 4, 2012 at WSA). He stated all WSA comments have been taken into consideration; all comments will be incorporated into the final Plan after the public hearing. Mr. Setzko stated from 5:00 p.m. to 6:00 p.m. the WSA will hold an open house where citizens can meet with the engineers and go over the specific questions they may have. He said a recorded public hearing will begin at 6:00 p.m. with a PowerPoint presentation. He

said we will take comments and try to address them at the hearing; if not, we will respond in writing. He stated the public comment period is open until May 5<sup>th</sup>. Mr. Setzko stated representatives of RIDEM have been invited.

Mr. Setzko stated from a scheduling perspective, as far as meeting the Sept. 30<sup>th</sup> deadline on the upgrade, the schedule is tight but good.

Mr. Setzko stated there are provisions in the engineering services agreement to amend the contract to do the final design work and the construction administration work. He said design should start somewhere in early May. Mr. Setzko stated AECOM has put together an initial scope of service and suggested a subcommittee be formed so when the Facilities Plan Amendment is good to go, AECOM will be ready to present the contract for design work to the Board. Director Burke said she had already asked Mr. Sylven to assist on the committee and asked Chairman Sullivan if another member could participate. Mr. Ginaitt volunteered to join the subcommittee. Director Burke said she would like to present the scope of services for final design and construction administration to the Board for consideration at the April meeting. Mr. Guckian asked that he be copied on the subcommittee's emails.

Mr. Sylven commented that AECOM's schedule shows nothing beyond substantial completion. Mr. Setzko stated there is room for wrap up; he will add that to the schedule.

## **7. March 30, 2010 Pawtuxet River Flooding**

### **a. Financial Report of Flood Expenses**

Director Burke stated we are continuing with our FEMA claims and are down to just one very large project worksheet. She stated Hart Engineering is officially off the job. She said R.E. Erikson is putting the finishing touches on the SCADA system and we will be bringing Fall River Electric back on occasion in the next month to help wrap up that SCADA work.

Mr. Ginaitt shared with the Board information gathered at a recently held cyber-disruption briefing which focused on the need to secure our SCADA/IT system. Director Burke stated we are well aware of the vulnerability of wastewater communication systems. She stated while our system is highly dependent on the SCADA system, WSA functioned offline during the Flood of 2010. Mr. Ginaitt encouraged WSA to review and test down-time procedures and be ready to function off-line should systems be compromised.

Mr. Guckian stated Congressman Langevin is actively involved in the federal cyber-terrorism subcommittee. Director Burke stated the water

and wastewater industry has members actively involved in this topic as well.

**b. Flood Protection Study: AECOM to submit progress report**

Mr. Setzko stated the Maguire Group data is now at WSA; AECOM has reviewed the information and while they did not find the actual sizing of the interior drainage system, they found the designed flow value of the system and a statement in a report to FEMA saying the system was designed to a 100-year storm. He stated based on AECOM calculations, he does not think the system was designed for a 100-year storm. He said AECOM will use October 2005 storm data to calibrate their model. He said information should be available in a few weeks.

Mr. Setzko stated AECOM is still considering two corrective measures for the levee, as reported at the last meeting. He said the seepage calculations are done; the plan is to design the seepage system to survive flooding without breakthrough for 5-7 days. He said the current system will hold up for 2 days. Mr. Setzko stated the levee project's recommended improvements will consider external flooding issues, interior seepage issues, and internal drainage system issues. He stated AECOM should know the options available within the next three weeks. Mr. Setzko suggested it would be cleaner, simpler and cheaper to incorporate some of the levee project improvements during the phosphorous project.

Mr. Sylven asked if the interior drainage system will need to be replaced. Mr. Setzko stated we are looking at increasing on-site storage, additional pumping and re-directing the drainage from Route 95 directly to the river. He said peaking factors and storm intensity are troublesome in the current system.

**c. Bellows Street Pumping Station  
Crossman Engineering to submit progress report**

Mr. Brian King, P. E., Crossman Engineering, presented the Board with a progress report on the Bellows Street pump station design. He said WSA recently received the RIDEM wetlands permit. He said there are permitting challenges with raising the grade of the site, which WSA asked for to facilitate maintenance at the station. He said Crossman recommends keeping the grade lower, but we could submit a permit modification if necessary. Director Burke stated Mr. Sylven's comments on the preliminary design have been included in the latest plans. Mr. King stated the specifications are in good shape; within the next two weeks we should be ready to submit the plans to WSA and RIDEM with an application for an Order of Approval. Director Burke asked if Crossman has an updated construction cost estimate; the grant funding agent needs

the information. Mr. King stated within the next week WSA should have the numbers.

## **8. Administrative Items**

### **a. FY 2012/2013 Budget**

Director Burke stated we are pretty far along in drafting our FY13 budget. She said that this was probably the best head start we've gotten since she's been here. She stated we are working with Dave Bebyn to update our revenue and expense numbers so he can verify that we are still on track with our planned rate increases. She said we are discussing some personnel related changes; for example, the Superintendent has proposed a way to eliminate the second shift that we hope will save some money. Director Burke stated the draft budget has to be to Finance by March 30<sup>th</sup>; then we will have to sit down with Personnel and the Mayor to go over the proposed personnel-related changes. She stated she was hoping that for the April Board meeting, we will be ready for Dave Bebyn to present his Rate Study update and review the draft FY13 budget with the Board. She said, as suggested by legal counsel last year, we will plan to have a public hearing on the budget, probably before the April or May Board meeting. She stated then we have to present the final budget to the City Council and that hearing is slated for May 31<sup>st</sup>.

### **b. Director's Report**

- i. Financial Report: written report submitted in agenda packets.
- ii. Administrative Schedule: nothing presented.

### **c. Chairman's Report: no report.**

### **d. Sewer Assessment Committee Report: no report.**

## **9. Consent Agenda – Correspondence**

- a. WSA financial report to City Council February 2012 (3-1-12)
- b. WSA/Maguire Group agreement on records transfer (3-7-12)
- c. WSA Director's monthly report to Mayor Avedisian (3-13-12)
- d. 2011 Loss Prevention Leadership Award (3-8-12)
- e. 2012 S 2086 McCaffrey Lynch bill regarding sewer connections
- f. 2012 H 7936 McNamara bill regarding sewer connections

ACTION: Mr. Ginaitt moved approval. Mr. Sylven seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian and Sylven voted in favor of the motion. Motion approved.

## **10. Consent Agenda – Drainlayer 2012 License Renewal**

- a. RI Sewer Connection (Robert Furney), 189 Park Avenue, Warwick
- b. Gary C. Oatley, d/b/a Haulin' Oats, 15 Jonathan Rd., W. Greenwich

ACTION: Mr. Ginaitt moved approval. Mr. Guckian seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian and Sylven voted in favor of the motion. Motion approved.

## **11. New Business**

Introduction of new business to be docketed for an upcoming meeting or to be referred to the executive director or legal counsel for comment.

No new business presented.

## **12. Old Business**

- a. WSA Deferment Policy
- b. Mandatory Sewer Connection Program
- c. Amendments to By-Laws
- d. Modifications to Septage Hauling Regulations
- e. Infrastructure Improvement: 48" line under Interstate 95
- f. IPP Local Limits Study
- g. WSA Resolution Supporting Revenue Bond Issuance for new sewer construction projects

No discussion of old business.

**13. PUBLIC COMMENT PERIOD:** At 6:13 p.m., Mr. Roy Dempsey provided comment to the WSA Board of Directors.

## **14. Adjournment**

Mr. Sylven moved to adjourn. Mr. Ginaitt seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian and Sylven voted in favor of the motion. Motion approved.

At 6:28 p.m. this meeting ended.

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Aaron Guckian, WSA Secretary

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Date of Approval